

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 24: Providing Notice of Collaborative Care (CC) Hearings to Youth	Version: 1

POLICY **[NEW]**

The Indiana Department of Child Services (DCS) shall give written notice of all Collaborative Care (CC) hearings, by mail or personal service at least seven (7) days before the date of the hearing, to the following:

1. The older youth;
2. The resource parent, including host home Adult(s), with whom the older youth is living, if applicable;
3. Any caseworker responsible for visitation with the older youth;
4. Any person or agency identified in the [Voluntary Collaborative Care Agreement](#) (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)) as a provider of services to the older youth;
5. The youth's Court Appointed Special Advocate (CASA) or Guardian ad Litem (GAL) (if applicable); and
6. Any person or entity providing Older Youth Services (OYS) to the youth.

Note: DCS policy [6.4 Providing Notice](#) must be followed for all youth in CC.

Providing proper notice that permits CC cases to proceed is the responsibility of the DCS Local Office Attorney, who is to provide such legal notice pursuant to the Indiana Trial Rules.

Code References

[IC 31-28-5.8-7: Periodic reviews by court; notice; participation; orders](#)

PROCEDURE

The DCS Local Office Attorney will ensure that proper notice is given to all appropriate parties in a timely manner through a DCS approved method.

The youth's Collaborative Care Case Manager (3CM) will educate the older youth regarding:

1. Appropriate court etiquette and dress;
2. The purpose of the court hearing and possible outcomes;
3. The youth's rights and responsibilities in regards to the hearing;
4. The role of all court participants; and
5. Debriefing with the youth after the court hearing.

PRACTICE GUIDANCE

Encouraging youth participation in court hearings is a positive way to practice youth-adult partnering. The youth's full involvement in court hearings and giving the youth the responsibility

for making meaningful decisions regarding his or her CC case shows full support of the youth as a partner.

FORMS AND TOOLS

1. [Notice of Periodic Case Review \(SF 48997\)](#)- Available in the Management Gateway for Indiana's Kids (MaGIK)
2. [Voluntary Collaborative Care Agreement](#)- Available in hard copy

RELATED INFORMATION

N/A